APPENDIX

AT A GENERAL SESSION OF THE INTERSTATE COMMERCE COMMISSION, HELD AT ITS OFFICE IN WASHINGTON, D. C., ON THE 1st DAY OF JUNE, A. D. 1914

The matter of the determination of the operating, accounting, and financial papers, records, books, blanks, tickets, stubs, and documents of steam roads which may, after a reasonable time, be destroyed being under consideration, the following order was entered:

It is ordered, That the Regulations to Govern the Destruction of Records of Steam Roads, Issue of 1914, a copy of which is now before this Commission, be, and they hereby are, approved; that a copy thereof duly authenticated by the Secretary of the Commission be filed in its archives, and a second copy thereof, in like manner authenticated, be filed in the office of the Division of Carriers' Accounts; and that each of said copies so authenticated and filed shall be deemed an original record thereof.

It is further ordered, That the said Regulations be, and they hereby are, prescribed for the use of carriers by rail (exclusive of electric railways) subject to the provisions of the Act to Regulate Commerce, as amended, in the destruction of their accounts, records, and memoranda; and that a copy of the said Regulations be sent to each and every such carrier and to each and every receiver or operating trustee of any such carrier.

It is further ordered, That each and every such carrier, and each and every receiver or operating

trustee of any such carrier, be, and hereby is, permitted to destroy the accounts, records, and memoranda named or described in the said Regulations, after preserving the same for the periods of time respectively specified and upon complying with the requirements of the Regulations.

It is further ordered, That all accounts, records, and memoranda of such carriers, other than those the destruction of which is permitted in the said Regulations, shall remain under the prohibition of destruction contained in section 20 of the Act to Regulate Commerce, as amended: *Provided, however*, That in case any such carrier desires to destroy any accounts, records, or memoranda other than those hereinafter named it may petition the Commission to that effect, exhibiting a full and detailed description of the accounts, records, or memoranda in question, clearly explaining their character, their use, and their purpose; it being understood that any order entered by the Commission on any such petition shall, unless otherwise provided, be limited in its force and effect to the particular carrier presenting such petition.

It is further ordered, That the said Regulations to Govern the Destruction of Records of Steam Roads, Issue of 1914, shall become effective on July 1, 1914, and that this order shall supersede and cancel the orders of June 10, 1910, June 8, 1911, and October 7, 1912, in the matter of the destruction of records of steam roads.

By the Commission.

[SEAL.] GEORGE B. MCGINTY, *Secretary*.

REGULATIONS TO GOVERN THE DESTRUCTION OF RECORDS OF STEAM ROADS

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List of accounts, records, and memoranda, and periods of retention

20. The following list, indicative of accounts, records, and memoranda of steam roads, is specifically referred to by the regulation embodied in paragraph 1. The classification of the accounts, records, and memoranda enumerated below under the various general headings is merely for convenient reference and is more or less arbitrary. The regulations are intended to apply to the items as named or described, regardless of the classification and regardless of where filed. Of the accounts, records, and memoranda which are to be retained permanently only the more important are indicated in the list, such specific mention being made so that they may not be confused with any accounts, records, or memoranda for which permission to destroy is herein given.

Description of accounts, etc.	Period to be retained
* * *	* *
Claims	
* * *	* *
71. Claim papers:	
(a) All papers substantiating overcharge, loss and damage, personal injury, fire, and other claims * * *.	6 years after settlement or rejection.
* * *	* *
Purchases and stores	
* * *	* *
111. Purchases and sales:	
* * *	* *
(d) Bids and offers for the sale or purchase of materials and supplies.	3 years.
* * *	* *
Agencies and yards	
190. Freight records:	
* * *	* *
(e) Orders from consignees for delivery of freight	6 years.
* * *	* *
(g) Orders for the reconsignment of freight	6 years.
* * *	* *
191. Bills of lading and releases:	
(a) Consignors' shipping orders, consignors' shipping tickets * * *	6 years.
* * *	* *
(c) Releases for delivery at outsigatory stations	3 years.
* * *	* *
192. Freight loading records:	
* * *	* *
(c) Records of cars used and ventilated	3 years.
199. Express bills and settlements:	
(a) Copies of express bills for freight and other charges	6 years.
* * * * * *	
200. Miscellaneous collections by agents:	
Records and reports of reconciliation of freight and other charges (with record of refund or disposition) * * * being * * *	6 years.
* * * * * *	
Miscellaneous	
207. Correspondence:	
(a) Correspondence and records thereof relating to subjects listed * * *	For the period prescribed for the records to which the correspondence relates.
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